

**DFW Mini-CAST**  
Standing Committee Responsibilities

**Keynote Speaker Coordinator**

- Work with DFW Science Supervisors President to determine if a Keynote Presenter is feasible.
  - If so, work to solicit a keynote presenter and/or a vendor to sponsor one.
- Work with programs on timing, facilities on presentation location and coordinate with vendor if vendor sponsored.
- Work with keynote, coordinate with DFW Science Supervisors, Inc. Treasurer, for all arrangements, including lodging, transportation, etc.
- Work with facilities regarding AV requirements.
- Work with programs regarding publicity.

<b>DFW Mini-CAST Timeline</b>	
<b>Month</b>	<b>Responsibilities</b>
May	Accept committee chairs position
August	Attend committee chairs meeting after MASS
September	Attend committee chairs meeting after MASS
October	Attend committee chairs meeting after MASS
November	Promote Mini-CAST at CAST?
December	Attend committee chairs meeting after MASS
January	Attend committee chairs meeting after MASS
February	Final walk-through after MASS; Oversee Mini-CAST
March	Attend committee chairs debrief meeting after MASS